

ADMINISTRATIVE OFFICE OF THE U.S. COURTS

JOB OPPORTUNITY #: 97-OFB-077

POSITION: ACCOUNTANT, 510

SALARY RANGE: \$45,939 - \$86,125

Opening Date: 06/13/97

Closing Date (for receipt of applications): 07/11/97

OFFICE:

Office of Finance and Budget
Accounting and Financial Systems Division
Washington, D.C.

AREA OF CONSIDERATION:

Washington, DC Metropolitan Area - All Sources

SALARY POTENTIAL: \$86,125

SALARY AND BENEFITS INFORMATION: Most positions in the Administrative Office (AO) are classified and paid under a broad-banded system which combines General Schedule (GS) grades and pay. Salary is set commensurate with experience. Federal benefits are available for most positions according to federal guidelines.

AGENCY MISSION STATEMENT: The Administrative Office (AO) is part of the Judicial Branch of the Federal Government and operates as an independent excepted service agency. The AO provides management support and services to the federal courts (except the Supreme Court) in three essential areas: administrative support, program management, and policy development. The AO is responsible for advocating and implementing the policies of the Judicial Conference of the United States and supporting the network of Conference committees. The AO is the focal point for judiciary communication, information, program leadership, and administrative reform. The federal court system consists of over 28,000 employees, including approximately 1,650 Federal Judges, working in more than 800 locations throughout the 50 states and U.S. territories. The AO also supports program activities in the areas of court administration, defender services, and federal corrections and supervision of offenders.

DUTIES AND RESPONSIBILITIES: The Accounting and Financial Systems Division provides fiscal and accounting services to the AO and the judiciary. It also centrally maintains the financial records of the judiciary. As an accountant, the incumbent will be responsible for coordinating judiciary responsibilities arising from criminal debt legislation and to service federal district courts regarding criminal debt accounting and data management. The AO and Department of Justice (DOJ) recently entered into an agreement which will shift virtually all of the elements of criminal debt accounting and most of the management of criminal debt data, previously performed by DOJ, to the district clerks' offices. The incumbent will be responsible for assisting in the management of this transition including 1) managing contractor-assisted requirements and alternatives analysis for criminal data management at the district court level, 2) developing interim criminal debt procedures until a long-term solution is implemented, and 3) working with Division and court personnel to implement the criminal debt interfaces between alternative approaches and the automated accounting systems. The incumbent will be responsible for advising and overseeing the courts in the proper application of interest and penalty statutory provisions and will be the ongoing liaison with the courts on all criminal debt accounting and data issues, including compiling, consolidating, and verifying criminal debt information. The incumbent will also assist Division management in performing other accounting related assignments and projects, as required. In this capacity, the incumbent will develop statements of work, evaluate proposals, and manage contracts and contractors for major projects. The incumbent will be required to perform out-of-town travel at certain times in fulfilling the position's responsibilities.

QUALIFICATION REQUIREMENTS: Applicants must have experience as listed below. This requirement is in accordance with the AO Classification, Compensation, and Recruitment Systems (AOCCRS) which includes interpretive guidance and reference to the OPM Operating Manual for Qualification Standards For General Schedule Positions.

BASIC REQUIREMENTS: Basic requirements can be met in one of the following three ways: 1) Degree in accounting or a degree in a related field such as business administration, finance, or public administration that includes or was supplemented by 24 semester hours in accounting and/or auditing. The 24 hours may include up to 6 hours of credit in business law; 2) A combination of education and experience; at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge and included at least one of the following: twenty-four semester hours in accounting or auditing courses of appropriate type and quality (this can include up to 6 hours of business law); or a certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; 3) Under certain conditions, completion of the requirement for a degree with major study in accounting, auditing, or a related field which includes substantial course work in accounting or auditing, e.g., 15 semester hours, but which does not fully satisfy the 24 semester hour requirement.

SPECIALIZED REQUIREMENT: Applicants must have **one year of specialized experience** which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with particular knowledge, skills, and abilities to successfully perform the duties of that position.

PLEASE SEE REVERSE SIDE FOR MANDATORY QUALITY RANKING FACTORS

97-OFB-077 (continued)

QUALITY RANKING FACTORS (QRF): Applicants must provide separate, narrative statements addressing the factors listed below. Each factor should be addressed separately and include the applicant's involvement in the activity. **(MANDATORY)**

1. Demonstrated knowledge of and experience in applying federal accounting principles, practices, procedures and regulations to broad difficult assignments.
2. Demonstrated knowledge and understanding of governing debt management regulations, procedures, and requirements including those of the U.S. Treasury and statutory regulations such as the Debt Collection Act.
3. Experience in project management techniques and the ability to work on several large projects at various stages of completion, including management of contracts and outside contractors.
4. Demonstrated knowledge of large-scale automated accounting systems in the federal sector, including off-the-shelf software and systems analysis techniques to conduct broad comprehensive evaluations.
5. Demonstrated experience and ability to operate under highly sensitive conditions, including interacting and coordinating with both internal and external personnel with diverse interests.
6. Demonstrated ability to communicate both orally and in writing to render advice and guidance, make recommendations, and present technical data to all levels both within and outside the organization.

FOR FURTHER INFORMATION ON THIS ANNOUNCEMENT CONTACT: Mary A. John **ON:** (202) 273-2769

PLEASE SEE HOW TO APPLY AND CONDITIONS OF EMPLOYMENT FOR DETAILED INSTRUCTIONS.
THE AO IS AN EQUAL OPPORTUNITY EMPLOYER.

HOW TO APPLY:

- > Your application must be in the AO Personnel Office (address below) by close of business on the closing date.
- > Your application should include all of the information listed under the section, “**APPLICATION INFORMATION.**”
- > You may choose to submit a signed and dated **OF-612 (Optional Application for Federal Employment)**, OR any other application format.
- > Incomplete applications will not be considered. Also see brochure **OF-510 (Applying for a Federal Job)**.

APPLICATION INFORMATION (as listed on the OF-612 and in brochure OF-510): To receive full consideration for this position, ensure your application addresses all the information listed below; otherwise, you may be considered ineligible for this position.

- > **Announcement Number:** The Job Opportunity Announcement number must be clearly indicated on the front page of your application.
- > **Personal Information:** Full name, mailing address, day and evening area code and phone numbers; social security number; country of citizenship; title, series, grade or pay level, and dates of highest federal civilian position held.
- > **Veterans' Preference:** If claiming 5-point veterans' preference, you must attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. If claiming 10-point veterans' preference, you must attach an SF 15, Application for 10-Point Veterans' Preference, plus the proof required by that form.
- > **Your Education:** High school (name, city, and state), date of diploma or GED; colleges or universities (name, city, and state); your majors, type and year of any degrees received. DO NOT include a copy of your college transcript or a listing of your specific credit hours unless there are specified educational requirements or you are trying to qualify based on substituting education for experience (see Qualifications).
- > **Work Experience:** For job-related experience give your job title, duties, accomplishments, employer's name and address, supervisor's name and phone number (indicate if we may not contact your current supervisor), starting and ending dates (must include month and year), work hours per week, and annual salary.
- > **Other Qualifications:** List any job-related training courses; skills (such as, languages, computer software/hardware, typing speed, tools, machinery); current certificates and/or licenses; honors, awards, and special accomplishments (such as, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards).
- > **Performance Appraisals:** You are encouraged to submit your most recent annual performance appraisal or letter of recommendation(s).
- > **Additional Information: Mandatory Quality Ranking Factors.**

ADDRESS:**(for hand delivery)**

One Columbus Circle, NE
Suite G-200
Washington, DC
(Union Station Metro)

(for mailing)

Administrative Office of the U.S. Courts
AO Personnel Office, Suite G-200
Washington, DC 20544

CONDITIONS OF EMPLOYMENT: Applicants are advised that false answers or omissions of information on any application materials or inability to meet the following conditions may be grounds for nonselection, withdrawal of an offer of employment, or dismissal after being employed.

- > All information is subject to verification.
- > Selection for this position is contingent upon completion of OF-306, Declaration for Federal Employment during the pre-employment process.
- > Selection for this position is contingent upon proof of U.S. citizenship. Acceptable proof of citizenship includes: (1) a U.S. passport **or** original or certified copy of a birth certificate issued by a state, county, or municipal authority **and** (2) photo identification (e.g., driver's license).
- > Relocation expenses will not be provided unless specifically authorized by the Director of the AO.

GENERAL INFORMATION:

- > Applications must be received in the AO Personnel Office by the closing date of this announcement.
 - > Application and enclosure(s) will not be returned.
 - > More than one selection may be made from this announcement.
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FOR ADDITIONAL AO JOB LISTINGS, PLEASE CALL: (202) 273-2760